

Reviewing Import Messages

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Verifying that all relevant sections imported correctly (along with any location assignments in the SIS) is critical to successful scheduling. Always check and address your import messages immediately after importing sections for the first time in a term, and continue to do so as part of your regular routine throughout the year.

Broadly speaking, import errors and warnings are usually resolved with one of the following actions:

- Ensure that your 25Live cabinets are set up according to [best practices](#).
- Verify that all your academic [data fields](#) in the SIS are mapped appropriately in Series25. (This may involve [translation tables](#).)
- Adjust your [LYNX configuration settings](#) to match expected behavior.
- Create [bindings](#) between sections that are allowed to double-book their locations.

For instructions on handling specific errors and warnings, see [Import and Export Messages in LYNX](#).

Where to view messages?

There are three main ways to review import messages:

- [Read Them Directly in LYNX](#)
- [Download the Excel Report](#)
- [Read Messages From Emails](#)

Read Them Directly in LYNX

When an import begins, you can monitor its progress on the Import Details page. As each "chunk" of 500 sections completes its import, you can view their messages. When all are done, click View All Messages to go to the Import/Export Messages page to view them all at once.

This page has a summary of all the error and warning messages encountered during this import, with the names of all the sections affected.

Lower down, you can browse the imported sections to see all the messages associated with each one.

The tables on this page can be downloaded as Excel spreadsheets.



Troubleshooting Tip

When you follow the View All Details link from the Import Details page, the URL contains the import ID which you can send to Series25 Technical Support if you need their assistance in troubleshooting.

Imports or Exports?

Imports to 25Live

Display Objects with

Info, Warnings, or Errors

Start Date and Time

09/24/2024

08

:

04

AM

End Date and Time

09/28/2024

08

:

05

AM

Advanced Search

Name Search

Show Excluded Objects?

☒ Yes ☐ No

Load Messages

Reset Search

Back

Import to 25Live - Summary By Message Level

1437 with Info

1416 with Warnings

2853 Matching Items

Show Message Summary »

Messages

UID	Type	Name	Date	Level	Messages
LYNX-EV-102-4252-3630	Section	INTL-M 404 0001 3630 4252	09/26/2024 11:24:22	Info	Successfully loaded header vevent "LYNX-EV-102-4252-3630" of event "INTL-M 404 0001 3630 4252", reference is "2024-ADTCXG" Successfully loaded reservation vevent "LYNX-RSRV-102-4252-3630-1" of event "INTL-M 404 0001 3630 4252", reference is "2024-ADTCXG" Location "BLKH 112" available for 29/29 dates Assigning location "BLKH 112" for all 29 dates

Image: LYNX import messages

Download The Excel Report

Although you can download the import messages from LYNX, some users prefer to use a similar spreadsheet from 25Live Reports. This report splits Info, Warning, and Error messages into multiple tabs and provides a few more fields for filtering.

1. Choose 25Live Reports From the More Menu
- 25Live Reports is located in the **Go To Tool** section.
2. Open the SIS Import Messages - Excel Report
- Use the search bar to find it or browse the **Event Reports** section.
3. Select the Report Parameters Based on the Date/Time Range and Message Types You Want
4. Click Run Report
- Once the import messages are displayed in your local spreadsheet, you can do whatever you like with the data (filter columns, sort, etc.)

Message ID	Message Date	Message Time	Message	Message Type	UID Context	Event Name
850141	12/22/2009	7:56 PM	Ignored same version of "TCS20101043229"	error	TCS20101043229	ACCT 775 A1 201010
850146	12/22/2009	7:56 PM	Ignored same version of "TCS20101043231"	error	TCS20101043231	ACCT 760 A1 201010
850151	12/22/2009	7:56 PM	Ignored same version of "TCS20101043145"	error	TCS20101043145	ACSC 320 01 201010
Message ID	Message Date	Message Time	Message	Message Type	UID Context	Event Name
864593	12/22/2009	7:56 PM	Location BCC 208 not available on Jun 01 2010	warning	TCS20103041017-1330TR-20100506	PHIL 115 17 201030
864594	12/22/2009	7:56 PM	Location BCC 208 not available on Jun 03 2010	warning	TCS20103041017-1330TR-20100506	PHIL 115 17 201030
864595	12/22/2009	7:56 PM	Location BCC 208 not available on Jun 08 2010	warning	TCS20103041017-1330TR-20100506	PHIL 115 17 201030
Message ID	Message Date	Message Time	Message	Message Type	UID Context	Event Name
849174	12/22/2009	7:56 PM	Location BCC 601 available for 31/31 dates	info	TCS20103040932-0955TR-20100506	
849175	12/22/2009	7:56 PM	Assigning space BCC 601 for all 31 dates	info	TCS20103040932-0955TR-20100506	
849176	12/22/2009	7:56 PM	Successfully loaded 40932-1, reference is 2009-AABFSE	info	TCS20103040932-0955TR-20100506	

Sample messages displayed in an Excel spreadsheet

Read Messages From Emails

LYNX can deliver import messages over email. To receive these emails, configure the corresponding option in [LYNX Settings - General](#).

When you receive emails, they won't contain the messages directly. Instead, they have a link to view them in your browser.

Note that you receive a separate email for each "chunk" of 500 sections, each with its own link. If your import has multiple chunks (as is the case when you import a whole term all at once) then you might be better off using one of the other methods on this page. Email alerts are best for the import messages which appear day-to-day as a result of [transactional updates](#).



Tip: LYNX Event Naming Conventions

Messages

Created contact of email address

Event is related to another event "LYNX-FX-EV-101-202 40-43038" which has not been imported yet. Successfully loaded header vevent "LYNX-EV-101-202 40-43038" of event "ENGL 1549 09 43038 202 40", reference is "202 -AAAHXZ"
 Location "09 251" available for 32/32 dates
 Assigning location "09 251" for all 32 dates
 Successfully loaded reservation vevent "LYNX-RSRV-101-202 40-43038-302150" of event "ENGL 1549 09 43038 202 40", reference is "202 -AAAHXZ"

Image: Example of created exam ID.

LYNX applies a naming convention to exam events:

- If created as a separate events, imported exams will always have 'SFX' in their Alien UID
- Other created exams will have "FX" in their ID

PREVIOUS: [Test extract sets and import data into 25Live](#)

UP NEXT: [Finalize bindings between sections](#)